

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 3.2.8**

<b>Title: Assessment Committee</b>	
Originated by: President	
Originated Approver: Board of Directors	Originated Date: 11/17/2008
Revised by: Assessment Committee/Vice President Student Success	Revised Date: 12/8/2020
Reviewed on: 10/2008; 7/2011; 2/2016; 2/2019; 11/2020	

**Policy Statement:**

The Assessment Committee is a representative group of Manhattan Area Technical College faculty and staff that advises the administration in matters concerning the planning, implementation, and evaluation of activities related to College-wide assessment, including the mission and objectives, recommending development of new, and/or revision of current, procedures to enhance the effectiveness of the institution.

**Rationale:**

The faculty and staff of MATC are responsible for the assessment of all activities related to the College. The committee brings diverse perspectives and original ideas to the assessment of the institution's overall effectiveness.

**Procedure:**

The functions and responsibilities of the Assessment Committee are as follows:

1. Provide oversight and make recommendations regarding the College's assessment program
  - a. Conduct ongoing evaluations of College-wide assessment processes, as necessary
  - b. Assist in the evaluation of individual program, departmental, and institutional assessment plans
  - c. Review assessment findings and performance improvement activities undertaken in response to these findings
  - d. Provide input to appropriate committees as related to assessment
  - e. Ensure consistency of assessment tools utilized
2. Ensure proper communication among all segments of faculty and staff regarding assessment

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**Policy No. 3.2.8**

***Composition of Membership:***

- The Vice President of Student Success/CAO/CSSO and Dean of Career & Technical Education will be permanent ex-officio (non-voting) members
- Faculty will have no less than five voting representatives, with committee composition ensuring faculty have the majority vote
- Membership and rotation of faculty will be determined by Faculty Senate
- The committee will have non-instructional representation
- The Chair or the CAO may request additional individuals participate in the committee

***Offices of the Assessment Committee***

**Chairperson:**

The Chairperson will be a faculty member appointed by the Faculty Senate, in consultation with the VPSS/CAO/CSSO, and will serve a one-year term with the option of reappointment.

**Duties:**

- Prepare and distribute, in advance of meetings, all agendas and relevant documents for committee consideration
- Preside at all meetings
- Disseminate updates and information concerning committee action to faculty and interested parties
- Call special meetings as needed

**Vice-Chairperson:**

The Vice-Chairperson will be elected at the first meeting in the fall by a majority vote of the committee. The Vice-Chairperson must be a faculty member and will serve a one-year term with the option of re-election.

**Duties:**

- Fulfill the duties of the Chairperson in their absence
- Organize and serve as an ex-officio member on any ad hoc committees
- Take minutes in the absence of the Recorder

**Recorder:**

The Recorder will be elected at the first meeting in the fall by a majority vote of the committee. The Recorder will serve a one-year term with the option of re-election.

**Duties:**

- Record minutes of all meetings, distribute to committee members, and make available on MATC Online
- Maintain a file of Assessment Committee minutes, correspondence, and all other pertinent documents

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***Officer Resignation:***

An officer may resign from their position by submitting a letter of resignation to the Chairperson, or the Faculty Senate in the case of Chairperson resignation. The committee will elect the replacement for the vacancy, except for the Chairperson, at the next meeting. The replacement will fulfill the remainder of the term of the resigning officer.

***Meetings:***

The committee will meet monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.